



INTERNAL JOB DESCRIPTION

Title: Country/Program Representative

Location: Freetown/Sierra Leone

Reports to: VP Programs/COO

Primary Responsibilities:

Responsibilities include overall leadership and management of JAM's Country Program, which includes partner and government relationships, financial and material resources, and personnel. Duties will also include developing programs, building local staff/partner capacity and networks and representing JAM throughout the country and externally, in addition to growing the Country Program since Sierra Leone is one of the top 5 Growth Country Programs identified by the agency.

This position requires an individual with strong leadership abilities; representational, communication, and risk management skills; and a facility for developing networks to build partnerships and diversify program resources. S/he will be responsible for the overall coordination and direction of the country program; provide necessary coaching and supervision for department managers directly under his or her supervision; ensure high quality program design and implementation; ensure efficient management of funds for compliance and high quality reporting; and provide oversight of the financial management systems.

Specific Duties:

Leadership and Representation

- Provide leadership at the country program level to ensure staff understand and work towards JAM's agency strategy.
- Develop strategies to ensure strong representation with local governments and authorities, international organizations, other donors, international and national PVOs, and other appropriate networks.
- Develop and maintain strong partnerships with local implementing partners, other local and international agencies.
- Represent JAM at the highest levels in Sierra Leone.
- Seek and pursue opportunities to raise the profile of the work of JAM and its partners, as well as the needs and challenges of our beneficiaries.
- Represent JAM Sierra Leone and share information regularly with local authorities, local partners, the UN, other NGOs and other appropriate networks.

Stewardship

- Responsible for the effective operation and functions of program quality/technical assistance, finance, material resource management, growth, administration, information technology, and audit.
- Ensure that systems are in place to enable JAM Sierra Leone to adhere to agency policies and procedures and that those policies and procedures are understood by all staff.
- Ensure compliance with donor administrative and financial requirements.

Staff Management and Development

- Supervise and mentor staff, including development of performance goals, development plans and assessment of performance.
- Provide constructive feedback and counsel on appropriate career paths and professional development for JAM staff.
- Ensure diversity in recruitment practices to build a cadre of competent, motivated and committed personnel.
- Maintain and encourage principles of a just workplace and promote staff care and well-being.
- Ensure diversity in recruitment practices to build and develop a cadre of skilled and committed personnel.

Security and Emergency Response Management:

- Oversee the management of all security issues, including appropriate response to emergency situations as they arise.
- Keep security, evacuation and contingency plans current and revise annually or as necessary and ensure adherence by all JAM staff.
- Oversee the continuous update of security and staff safety policies and protocols to respond to changing working environment.
- Supervise emergency responses.

Communications

- Ensure healthy and open communications with regional management staff, regional technical advisors, and HQ regional representatives.
- Ensure open communications and encourage principles of a just workplace.
- Maintain a healthy and empowering office environment that encourages honest communication between JAM staff and partners.

Strategic Direction, Program Quality and Growth

- Pursue strategic alliances partners; and promote inter-agency coordination and cooperation, and co-funding for relevant programs in the country.
- Implement the Sierra Leone Operational Program Plan in accordance with regional and agency strategy
- Oversea short-term and medium-term strategic planning for implementation of high quality programs.
- Identify opportunities for appropriate expansion and growth of programs and the acquisition and investment of human resources.
- Ensure that management and programming quality standards are upheld and that JAM Sierra Leone country program operational plan is applied appropriately.
- Manage ongoing programs and develop and design new programs in the areas of the agency signature areas of Health, Education, Agriculture Livelihoods, and Food Processing, in addition to institutional strengthening, in line with the regional and partner strategies
- Provide leadership pertaining to the agency and regional strategies and meeting these objectives.
- Provide strategic direction to JAM programming in Sierra Leone and ensure that program quality standards are adhered to and maintained.
- Ensure program quality through implementation of country-specific project review systems, comprehensive Monitoring, Evaluation, Accountability and Learning systems and staff/partner development.
- Remain current on national and regional issues impacting JAM Sierra Leone Country Program and partners.
- Increase JAM Sierra Leone program value through new public and private funding

- Proactively pursue strategic growth opportunities especially in those areas which align with the agency strategy; ensure active pre- positioning and capture planning.
- Create new partnerships with high performing and likeminded agencies to jointly pursue funding in areas of common and complementary interest.
- Build a team of national and international staff and local partners which are competitive and highly performing, so that JAM is best positioned to win new business.
- Ensure the highest level of program quality with timely results, outstanding services to partners and innovative products which impact the lives of the poor, to build JAM's reputation.

Financial/Administrative Management

- Develop and monitor program budgets.
- Responsible for the effective management of JAM Sierra Leone financial, administrative and human resources.
- Ensure compliance with all JAM's "on-time spending" (e.g. no under or overspending) on both allocation and public funding, and donor administrative and financial regulations.

Agency-wide Competencies:

These are rooted in the mission, values, and guiding principles of JAM and to fulfill his or her responsibilities and achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

Country Representative Competencies:

Each Country Representative is expected to use the following competencies to fulfill their duties and responsibilities.

- Leads toward Strategic Results
- Manages Risk and Complexity
- Represents and Partners Strategically
- Champions Learning and Performance

Supervisory Responsibilities: Team of Senior Managers

Knowledge, Skills and Abilities Required:

- Project Development/Relations or related field.
- Proven ability to negotiate and work with local government
- Strong interpersonal, communication and organization skills as well as good judgment, vision and maturity.
- Ability to operate successfully amidst complexity and uncertainty
- Demonstrated effectiveness and strong experience with short and long-term planning; financial, personnel and program management; as well as, financial, human resource, and program management.
- Experience with institutional strengthening and partnership building helpful
- Demonstrated understanding of the importance of staff development.
- Demonstrated leadership, management and supervisory skills.
- Demonstrated success in program development.
- Ability to work effectively in diverse environments and under pressure.
- Fluency in English.

Personal/Professional Skills:

- Strong interpersonal, communication and organizational skills as well as good judgment and vision.
- Strong written and verbal communication skills.
- Commitment to the Agency's mission and strategy

Physical Requirements/Environment:

- Normal conditions for an office environment.
- Willingness and ability to travel to the field.